



# Carlson Building Maintenance

**PTO Form**

**10-20-2025**

## PTO Form

Employee name: Magdalena-Ceto

Employee number: 14723

Department: Maintenance

Manager: Felix Varela

Dates of absence: From: 10-20-2025 To: 10-26-2025

Number of hours 40.0

## Manager Approval

☒ Approval

Comments:

A handwritten signature in black ink, appearing to read 'Felix Varela', written over a horizontal line.

Manager Signature

Date

10-20-2025